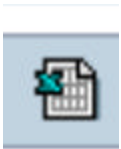# EXPORTING

EXPORT DIRECTLY TO EXCEL

1. From the Toolbar, click the Export to Excel Icon

2. Save Document as an Excel file and use the browser's BACK button to return to BW.

EXPORT TO EXCEL VIA CSV

1. From the Toolbar, click the Export to CSV Icon

2. Text will appear in an Excel sheet.

3. Highlight Column A

4. From the menu, select **Data | Text to Columns**

5. Original Data Type = Delimited - Click **NEXT**

6. Delimiters = Semicolon - Click **NEXT**

7. Click **FINISHED**

8. Save File as Excel and use the Browser's **BACK** button to return to BW.